



M E M O R A N D U M

To: Ruben Garcia, Cluster Manager
Salinas Workforce Service Office Number 0450
Date: June 30, 2009

From: Ernesto Magaña
Employment Development Department
File No.: 74:FM:02

Subject: **MONITOR ADVOCATE OFFICE ON-SITE ANNUAL REVIEW
PROGRAM YEAR 2008-2009
SALINAS WORKFORCE SERVICE OFFICE
FINAL MONITORING REPORT**

This Final Monitoring Report summarizes the California Monitor Advocate Office's (MAO) results of the Migrant and Seasonal Farmworker (MSFW) on-site annual review of the Salinas Workforce Service (WS) office. Mr. Francisco Macias, Associate Monitor Advocate, conducted this annual review from April 14, 2009 through April 16, 2009. We focused our annual on-site review on the full range of employment services, benefits, and protections, including the full range of job and training referral services, counseling, and testing provided to MSFWs.

The MAO conducted this annual on-site review under the authority of all related Federal Regulation, including Title 20 of the Code of Federal Regulation (CFR), Chapter V, Parts 651, 653, and 658, applicable State laws, and Employment Development Department (EDD) Job Service (JS) policies and procedures. Specifically, Title 20 CFR, Part 653.108, requires the MAO to perform ongoing reviews of EDD services provided to MSFWs.

We collected information for this report by examining the Salinas WS office's provision of services, job information sharing, job application taking process, outreach program operation, data collection, agricultural clearance order activity, and JS complaint system. Additionally, we interviewed Salinas WS office's management and staff.

Typically, after the completion of the annual on-site review, the MAO issues a Draft Report to provide the local WS office with an opportunity to formally respond to the MAO's findings and observations. Because the Salinas WS office provided specific responses to address the MAO's observations and findings at the exit conference, Salinas WS office manager requested that the MAO issue this report as the Final Report.

Ruben Garcia
June 30, 2009
Page Two

Our annual monitoring review revealed the following findings:

Finding 1: No Services Recorded for MSFWs in PASS

Observation: During the pre-site analysis, we examined 21 staff-assisted MSFW registrations and resumes. Of the 21 registrations, 14 were active MSFW registrations. We were able to verify the services provided and recorded in the Program Activity Support System (PASS) on one active MSFW registrations. The other 13 active MSFW registrations did not include PASS entries.

Response: During the exit conference, the associate monitor advocate explained the finding to local Salinas WS office management. Local Salinas WS office manager stated that this observation will be brought to the attention of local Salinas WS office staff and ensure that an effort will be made to record all services provided to MSFWs.

Citation: 20 CFR 653.101(a) and JS Policy and Procedure Manual Chapter 30 and Chapter 33

Recommendation: The MAO recommends that management ensure that the Salinas WS office staff record all services and activities provided to MSFWs in PASS as outlined in the JS Policy and Procedure Manual.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions, please contact Mr. Francisco Macias at (916) 651-9463

Sincerely,


ERNESTO MAGAÑA, Chief
Monitor Advocate Office

cc: Diane Ferrari, Division Chief
Robert Bittner, Employment Development Administrator